



Classification: Associate Governmental Program Analyst/Staff Services Analyst

Title: Contracts Analyst

Salary: \$4,600-\$5,616

Posted: 9/1/2015

Limited Term (12 months), Full-Time (may become permanent at a later date)

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$1.8 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

Highlights of the Job

Under the direction of the Staff Services Manager I, Business Services Unit, performs the more complex and journey level, analytical work in the contracts section of Business Services. Responsible for adhering to quick time frames, preparing, processing and performing the required administrative duties for the Commission. The successful candidate shall demonstrate the ability to effectively manage multiple projects, priorities, work independently with minimal supervision and possess knowledge of State contracting policies, rules, laws and procedures. Staff Services Analyst duty statement available upon request.

Minimum Qualifications

<http://www.calhr.ca.gov/state-hr-professionals/pages/5393.aspx>.

<http://www.calhr.ca.gov/state-hr-professionals/pages/5157.aspx>.

Preferred Qualifications

- ☐ Detail oriented.
- ☐ Experience in performing independently or as part of a team, and making sound decisions.
- ☐ At least one year experience with Microsoft Word and Excel or comparable software.
- ☐ Experience in obtaining information (via phone, internet, e-mail, or field research.)
- ☐ Experience in reviewing and analyzing laws, regulations, and data.
- ☐ Experience in conducting risk assessments.
- ☐ Effective communication skills, both orally and in writing, and the ability to explain complex issues in simple language.
- ☐ Experience in evaluating, preparing, and presenting complex and concise management reports.

Who Should Apply

Applicants must have current list eligibility for appointment to these classes, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in an Associate Governmental Program Analyst or Staff Services Analyst position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference RPA #15-029, Position # 270-734-5393/5157-XXX, Associate Governmental Program Analyst or Staff Services Analyst, in the 'Job Title' section on the application, Std. 678. Please clearly state which classification you are applying for, and the basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the "minimum qualifications" to determine whether transcripts may be needed.

How to Apply/Final Filing Date

Applications and resumes will be received until September 16, 2016 (postmarked by) and can be submitted by mail to:

California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

Applications will not be accepted by fax or e-mail.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification: Associate Governmental Program Analyst

Employee Name:	Vacant
Classification:	Associate Governmental Program Analyst
Working Title:	Contracts Analyst
Position Number:	270-734-5393-XXX
Location:	Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	August 26, 2015
Effective Date:	September 1, 2015

Function: *(Summary of Responsibilities)*

Under the direction of the Staff Services Manager I, Business Services Unit, performs the more complex and journey level, analytical work in the contracts section of Business Services. Responsible for adhering to quick time frames, preparing, processing and performing the required administrative duties for the Commission. The successful candidate shall demonstrate the ability to effectively manage multiple projects, priorities, work independently with minimal supervision and possess knowledge of State contracting policies, rules, laws and procedures.

Reporting Relationships:

Reports directly to: Staff Services Manager I, Business Services Unit.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Administration and External Affairs Division is responsible for fiscal services, research, administrative operations, personnel, communications, and outreach programs.

As a valued member of the Administration and External Affairs team, you make it possible for the California Student Aid Commission (CSAC) to improve by providing customer service to other units, being innovative, resourceful, and flexible, reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as the students and schools we serve.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- 30% Liaison with the Information Technology Division to review contracts, terms, and general conditions for contract interpretation, problem areas, etc., Prepare amendments with minimal supervision, review/approve/improve contractual language; execute bids; ensure policies are being followed. Work with IT Manager to assist with negotiating and procuring contracts for a wide variety of projects of varying degrees of complexities and circumstances consisting of, but not limited to: maintenance and repair of existing facilities, consultant services, service contracts, and information technology. Determine appropriate type of funding, advertising, and solicitation for proposed contracts; independently prepare Non-Competitive Bid justifications, Invitation for Bid and Request for Proposals.
- 15% Research and analyze problem areas relating to workload, service needs, and routine and sensitive policy and administrative issues. The incumbent will have superior writing skills in order to document policies and procedures of CSAC's Business Services unit, as required by the SAM.
- 10% Presents data to the Staff Services Manager I or Staff Services Manager II and provide recommendations or alternatives. Prepares status reports, documents, and/or spreadsheets for submission to the Staff Services Manager I or Staff Services Manager II. Develops, updates, and organizes procedures, manuals, spreadsheets, and other information as assigned.
- 10% Coordinates with service providers for installations and repairs of facilities and telecommunication equipment, cabling, and facility build-outs, following State of California procedures.
- 10% Works with other Business Services staff on updates of inventory and fixed asset reports for internal use and DGS reporting. Provide support for front door access, building security, maintenance and space management of the building.
- 10% Serves as records retention specialist to ensure the functions associated with the Commission's record management program for the maintenance, retention, preservation and disposal of records. Follow-up on proper documentation, location tracking, records retrieval and destruction processed are followed. Act as the liaison to the State Records Center.
- 5% Serve as back-up to the Commission's travel coordinator, managing the departmental travel program. Provide staff support for Concur, SWABIZ, CalATERS and other travel related activities. Monitor and obtain proper authorization to ensure payments are timely and in accordance with policies.
- 5% Provides backup support and daily assistance to the Business Services Manager, resolving facility management and space management issues including, but not limited to: employee safety, emergency preparedness and response support. Contacts property management personnel in order to report, coordinate, and follow up on maintenance of the building (e.g. restrooms, HVAC, parking lot, lighting). Assist with employee access and maintenance of the badge system.

Non-Essential Functions:

- 5% Other duties as required.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

V. Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgment, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.